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**TEACHER JOB DESCRIPTION**

**CONTEXT**

All staff at Norton Canes High School are employed to enable students to learn effectively and safely and become valued members of society. Each individual member of staff will have different skills and qualifications, but each is equally valued for their part in supporting teaching and learning in the school.

The small size of the school demands that all staff are flexible and adaptable. There will be occasions, particularly during staff absence, when individual duties or priorities have to be modified to ensure the safe and effective running of the school. Job Descriptions will outline the key areas of work, but will not list every activity carried out by the member of staff.

**Hours and Conditions**

As defined in theSchool Teachers’ Pay and Conditions Document and Conditions of Service for School Teachers in England and Wales

**Scale and Salary**

As detailed in the Individual Annual Salary Review

## General Description

To inspire, motivate and be a role model for young people. Through effective teaching and learning strategies develop each student as a successful learner.

**Line Management**

The post holder will be responsible to the Headteacher via designated Senior and Curriculum Leader(s).

# RESPONSIBILITIES

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**As Part of a Team**

1. To play a full part in the life of the school community
2. To support the School’s distinctive mission and ethos and to encourage staff and students to follow this example.
3. To promote actively the school’s corporate policies.
4. To contribute to the whole school’s planning activities including attending relevant meetings.
5. To assist in the process of curriculum development and change so as to ensure that it is relevant to the needs of students, examining and awarding bodies and the school’s Mission Statement and Strategic Objectives
6. To work as a member of a designated team(s) and to contribute positively to effective working relations within the school.
7. To help to implement school quality assurance procedures and to adhere to these.
8. To contribute to the process of monitoring and evaluating the curriculum, in line with agreed school procedures,
9. To seek and implement modification and improvement where required.
10. To work in accordance with the school’s policies and procedures.
11. To assist Curriculum Leaders in the development of appropriate syllabi, resources, schemes of learning, policies and strategies.
12. To contribute to Area Improvement Plans and their implementation.
13. To support Curriculum Leaders in the planning and preparation of courses.
14. To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
15. To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.
16. To follow agreed policies for communications in the school.
17. To take part in marketing and liaison activities such as Open Evenings, Parent Consultation Evenings and other school events.
18. To contribute to the development of effective subject links with external bodies.
19. To assist Curriculum Leaders in identifying resource needs and to contribute to the efficient/effective use of physical resources.
20. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School and the students.
21. To act as a role model for teachers in training and support them in developing their teaching skills.
22. To supervise students at break time in accordance with published procedures.

**Teaching and Learning**

1. To undertake a designated programme of teaching.
2. To plan and prepare lessons which have clear objectives linked to the National Curriculum, chosen syllabi and programmes of study.
3. To prepare and update teaching materials.
4. To teach students according to their educational needs, including the setting and marking of the work carried out by the student in school and elsewhere.
5. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required by school policies.
6. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
7. To ensure that ICT, Literacy, Numeracy and other cross-curricular themes are reflected in the teaching/learning experience of students
8. To ensure a high-quality learning experience for students, which meets internal and external quality standards.
9. To facilitate and encourage learning experiences which provides students with the opportunity to achieve their individual potential.
10. To use a variety of teaching methods, which will stimulate learning appropriate to student needs and the learning objectives.
11. To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
12. To mark, grade and give written/verbal and diagnostic feedback as required in accordance with the school marking policy.
13. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
14. To track student progress and use information to inform teaching and learning.
15. To ensure the effective deployment of Teaching Assistants within their classroom
16. To review and modify where necessary methods of teaching and schemes of work
17. To cover for absent colleagues in line with national agreements on conditions of service.
18. To create a classroom environment which supports teaching and learning and work with the site management and cleaning staff to keep it in good order

**As a Form Tutor**

1. To be a Form Tutor if required to an assigned group of students.
2. To promote the academic progress, personal development and well being of individual students and the Tutor Group as a whole.
3. To ensure the implementation of the school’s Pastoral System.
4. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
5. To evaluate and monitor the progress of students and keep up-to-date student records as required.
6. To contribute to the preparation of reports.
7. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
8. To communicate as appropriate, with the parents of students and with persons or outside bodies concerned with the welfare of individual students, after consultation with the appropriate staff
9. To contribute to the delivery of PHSE and other cross-curricular themes.
10. To apply the Behaviour management systems so that effective learning can take place.
11. To monitor and support the overall academic progress and personal development of students
12. To be the key individual within school who supports students academically, socially and emotionally and is the first point of contact with parents
13. To contribute to raising standards by monitoring student attainment across the range of subjects and contributing to any appropriate intervention strategies
14. To maintain appropriate records and to provide relevant accurate and up-to-date information
15. To complete the relevant documentation to assist in the tracking of students.
16. To communicate effectively with the parents of students as appropriate.
17. Where appropriate, to communicate and co-operate with persons or bodies outside the school.

**Professional Development**

1. To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
3. To keep up to date with developments in specialist area(s), pedagogy and use of ICT.
4. To engage actively in the Performance Management Review process.

**Also**

To undertake any other duty as specified in the School Teachers’ Pay and Conditions Document not mentioned above.

**Professional Code**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description, be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. There is an expectation to adhere to the school’s staff code of conduct and dress as well as the Teacher Standards.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.**

**Person Specification**

**Responsible to**: Curriculum Leader

**Responsible for**: Academic standards in classes taught

**Experience:**

* Qualified to at least degree level in the subject
* Qualified to teach and work in the UK
* Qualified Teacher Status (QTS) with a valid 11-18 qualification
* Well qualified subject specialist
* Excellent teaching skills
* Experience of using ICT for teaching and learning
* Whole School Literacy initiatives
* Proven skills in effective classroom management

**Specific Skills:**

* Up-to-date knowledge of current educational developments in the curriculum area and in relation to the role of the subject at a Whole School level.
* Enthusiasm for the subject
* Ability to raise standards
* Good relationships with students and staff
* Ability to communicate effectively orally and in writing
* A clear grasp of Assessment, Recording and Reporting (including target setting)

**Personal Qualities:**

* Desire to learn
* Highly motivated
* Flexible and risk-taking personality
* Good organisational and inter-personal skills
* Ability to work within a team
* Ability to lead and manage people and resources
* High expectations of self and others
* Commitment to enrichment and enhancement activities
* Acts as a role model to staff and pupils

**Other:**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check